

# **e**Reporting – Discussion Topics

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- ▶ New Payroll Contact
- ▶ My Alaska Employer Services
- ▶ LogonID Forms
- ▶ eReporting
- ▶ Retirement & Benefits Forms

# Getting Started

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This section is designed to provide step by step slides as examples for new employers needing access to Employer Access (myRnB) and eReporting. Our Retirement & Benefits web site, [doa.alaska.gov/drb](http://doa.alaska.gov/drb), will provide you with the most recent forms available, Employer Services, Employer Access to members accounts, eReporting, commonly asked questions and much more.

- ✓ **first you must complete a LogonID form:** This form is available on the Employer Services Website, under forms. Its called a LogonID form for political subdivision. You may also call your R&B Payroll representative for a copy of the form.
- ✓ Once you have completed this form and submitted it to your Employer Contact, they will email you with your Retirement ID number and your Username.
- ✓ You will need to create an account with myRnB to have access Employer Access.

# Employer Services

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<http://doa.alaska.gov/drb/employer/index.html>

Employer Forms -

<http://doa.alaska.gov/drb/employer/employerforms.html>

# LogonID Request Form for Users

LogonID Request form (poli-sub):

<http://doa.alaska.gov/drb/forms/pdf/gen012-poli-sub.pdf>

LogonID Request form (state):

<http://doa.alaska.gov/drb/forms/pdf/gen012-state.pdf>

The LogonID form must be signed by the new payroll contact and the Employer Representative.

\*\*\* DO NOT Share your password and username with anyone. Criminal Activity: by signing the LogonID form you acknowledge that misuse of computing resources is a criminal activity punishable under Alaska Statute AS 11.46.484

# User Rights

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What user rights are needed?

Are you Adding, Deleting or Changing a contact?

- ▶ **Member Accounts:**
  - Basic Indicative and Employment Information
  - Defined Contribution Account Balances
- ▶ **Web Reports:**
  - Member Detail Report
  - Service Detail Report
- ▶ **Employer eReporting Tool:**
  - Payroll and Employee's Information
  - Full access rights to include set up for bank account access

# Overview of available tools in Employer Access

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Click on “Employer Access” under “Quick Links” on the [Employer Services web page](#) to get to the Employer Account Access Logon:

<https://myalaska.state.ak.us/drb/myRnB/>

If you *do not* have a myAlaska account, click on “New User” under “Help Links” and follow the instructions.

Once you have logged in and are at the myRnB Portal, you will be able to use Employer Access.

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## Employer Access Menu

### Division of Retirement and Benefits Web Pages

Member Search  New Employee Tier Lookup

### Division of Retirement and Benefits Reports

Member Detail Report  Service Detail Report  SB141 Conversion Eligibility Report

OK

You are accessing a government information system. Your system usage may be monitored, recorded, and subject to audit. Your use of this system indicates consent to monitoring and recording. Unauthorized use of this system is prohibited and is punishable under Alaska Criminal Law. If the Login credentials you use to access this system were not assigned to you personally, you may be charged with a Class C Felony pursuant to AS11.46.740.

[← myRnB Portal](#) [← myRnB / myAlaska Logout](#)

doing the proc Begin report generation: ...

Report Identification Code: "SB141 Conversion Eligibility Report"

(Please refer to this code when speaking to a Retirement and Benefits representative regarding a problem with this page.)

**Please continue to WAIT while the web server generates the report...**

[Your spreadsheet-compatible file is here...](#)

[← Retirement & Benefits Home Page](#)

[Contact our Webmaster](#) regarding this web site.



Click on this link to view your report

# Member Detail Report

Microsoft Excel - detail report for training.xls

File Edit View Insert Format Tools Data Window Help

Type a question for help

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|    | A     | B          | C          | D  | E    | F     | G            | H       | I  | J         | K           | L          | M         | N    | O   | P    | Q         | R         | S         | T             |
|----|-------|------------|------------|----|------|-------|--------------|---------|----|-----------|-------------|------------|-----------|------|-----|------|-----------|-----------|-----------|---------------|
| 1  | SSN   | Name       | BirthDate  | MS | Dept | Divic | Street       | City    | ST | Zip       | TotalServic | SOA Servic | Svc As Of | Fund | Occ | Tier | NRD       | balance   | LastEvent | LastEventDate |
| 2  | ##### | DOE,JOHN   | 10/13/1948 | M  |      |       | 1 RICHARD    | ANCHO   | AK | 99501-152 | 17.43835    | 17.43835   | #####     | P    | A   | 2    | 11/1/2008 | 76226.79  | HIRE      | 5/8/1990      |
| 3  | ##### | DOE,JOAN   | 5/17/1949  | M  |      |       | HC BOX 2     | INDIAN  | AK | 99540-36  | 2.86301     | 2.81644    | #####     | P    | A   | 3    | 1/1/2010  | 1157.16   | HIRE      | 12/21/2004    |
| 4  | ##### | SMITH,DANI | 6/30/1952  | M  |      |       | 1111 SAINT L | ANCHO   | AK | 99508-25  | 14.07945    | 14.07945   | #####     | P    | A   | 2    | 7/1/2012  | 40936.06  | HIRE      | 9/16/1993     |
| 5  | ##### | RUBBLE,BA  | 10/16/1954 | M  |      |       | PO BOX 111   | GIRDWA  | AK | 99587-06  | 14.77808    | 14.77808   | #####     | P    | P   | 2    | 11/1/2014 | 96474.48  | STAT      | 2/15/1995     |
| 6  | ##### | JONES,FREL | 3/29/1957  | M  |      |       | 22255 BUL    | FAIRBA  | AK | 99712-20  | 5.90137     | 5.90137    | #####     | P    | A   | 3    | 4/1/2017  | 30002.85  | HIRE      | 11/20/2001    |
| 7  | ##### | SMITH,JANE | 1/19/1956  | S  |      |       | 11111 MEANI  | JUNEAU  | AK | 99801-96  | 2.1863      | 2.1863     | #####     | P    | A   | 3    | 2/1/2016  | 6723.58   | HIRE      | 8/8/2005      |
| 8  | ##### | FLINTSTON, | 2/15/1957  | M  |      |       | 22222 CHA    | ANCHO   | AK | 99518-20  | 23.06577    | 23.06577   | #####     | P    | P   | 1    | 11/1/2007 | 111320.14 | STAT      | 4/21/1997     |
| 9  | ##### | DOO,SCOOE  | 5/13/1958  | M  |      |       | 333333 CA    | WASILL  | AK | 99654-35  | 10.23562    | 10.23562   | #####     | P    | A   | 3    | 6/1/2018  | 35355.63  | HIRE      | 7/21/1997     |
| 10 | ##### | KENT,CLARI | 6/13/1964  | S  |      |       | PO BOX 555   | KETCHII | AK | 99901-43  | 16.76164    | 16.76164   | #####     | P    | A   | 2    | 2/1/2021  | 70161.61  | HIRE      | 1/10/1991     |
| 11 | ##### | BOND,JAME  | 2/25/1960  | M  |      |       | PO BOX 44    | FRITZ C | AK | 99603-6   | 4.81096     | 4.81096    | #####     | P    | A   | 3    | 3/1/2020  | 15608.88  | HIRE      | 12/23/2002    |
| 12 | ##### | LANE,LOIS  | 10/5/1967  | M  |      |       | 666666 FIN   | FAIRBA  | AK | 99709-24  | 11.68219    | 11.68219   | #####     | P    | A   | 2    | 3/1/2026  | 39332.34  | HIRE      | 7/1/1999      |
| 13 | ##### | DUCK,DONA  | 12/3/1968  | M  |      |       | PO BOX 22    | WARD    | AK | 99928-14  | 3.96712     | 3.96712    | #####     | P    | A   | 3    | 1/1/2029  | 12627.6   | HIRE      | 10/27/2003    |
| 14 | ##### | MOUSE,MIN  | 6/19/1965  | M  |      |       | PO BOX 1     | JUNEAU  | AK | 99803-51  | 2.02739     | 2.02739    | #####     | P    | M   | 3    | 7/1/2025  | 8018.92   | STAT      | 3/11/2006     |
| 15 | ##### | PARKER,PE  | 11/13/1946 | S  |      |       | PO BOX 44    | ANCHO   | AK | 99503-03  | 16.30959    | 16.30959   | #####     | P    | P   | 2    | 11/1/2007 | 110106.89 | HIRE      | 6/24/1991     |
| 16 |       |            |            |    |      |       |              |         |    |           |             |            |           |      |     |      |           |           |           |               |
| 17 |       |            |            |    |      |       |              |         |    |           |             |            |           |      |     |      |           |           |           |               |
| 18 |       |            |            |    |      |       |              |         |    |           |             |            |           |      |     |      |           |           |           |               |
| 19 |       |            |            |    |      |       |              |         |    |           |             |            |           |      |     |      |           |           |           |               |
| 20 |       |            |            |    |      |       |              |         |    |           |             |            |           |      |     |      |           |           |           |               |
| 21 |       |            |            |    |      |       |              |         |    |           |             |            |           |      |     |      |           |           |           |               |
| 22 |       |            |            |    |      |       |              |         |    |           |             |            |           |      |     |      |           |           |           |               |
| 23 |       |            |            |    |      |       |              |         |    |           |             |            |           |      |     |      |           |           |           |               |
| 24 |       |            |            |    |      |       |              |         |    |           |             |            |           |      |     |      |           |           |           |               |
| 25 |       |            |            |    |      |       |              |         |    |           |             |            |           |      |     |      |           |           |           |               |
| 26 |       |            |            |    |      |       |              |         |    |           |             |            |           |      |     |      |           |           |           |               |
| 27 |       |            |            |    |      |       |              |         |    |           |             |            |           |      |     |      |           |           |           |               |
| 28 |       |            |            |    |      |       |              |         |    |           |             |            |           |      |     |      |           |           |           |               |
| 29 |       |            |            |    |      |       |              |         |    |           |             |            |           |      |     |      |           |           |           |               |
| 30 |       |            |            |    |      |       |              |         |    |           |             |            |           |      |     |      |           |           |           |               |

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# Service Detail Report

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# Service Detail Report

Microsoft Excel - service detail report for training.xls

File Edit View Insert Format Tools Data Window Help

Type a question for help

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|    | A           | B    | C                               | D   | E       | F   | G          | H               |
|----|-------------|------|---------------------------------|-----|---------|-----|------------|-----------------|
| 1  | SSN         | Tier | Name                            | ER  | Ft / Pt | Occ | HireDate   | TermDe          |
| 2  | 000-00-0000 | 2    | YOUNG,FOREVER                   | 123 | F       | A   | 10/30/2003 |                 |
| 3  | 000-00-0000 | 2    | YOUNG,FOREVER                   | 145 | F       | A   | 10/14/2002 | 8/1/2           |
| 4  | 000-00-0000 | 2    | YOUNG,FOREVER                   | 101 | F       | A   | 1/4/1989   | 7/7/2           |
| 5  | 000-00-0000 |      | Total Service for YOUNG,FOREVER |     |         |     |            | as of 10/7/2007 |
| 6  | 111-11-1111 | 3    | BULL,SETTING                    | 108 | F       | A   | 8/14/2006  |                 |
| 7  | 111-11-1111 | 3    | BULL,SETTING                    | 299 | F       | A   | 8/15/2005  | 8/27/2          |
| 8  | 111-11-1111 |      | Total Service for BULL,SETTING  |     |         |     |            | as of 10/7/2007 |
| 9  | 222-22-2222 | 1    | CANDY,SWEET                     | 208 | F       | A   | 9/24/1986  |                 |
| 10 | 222-22-2222 | 1    | CANDY,SWEET                     | 111 | F       | A   | 3/12/1986  | 5/30/1          |
| 11 | 022-22-2222 |      | Total Service for CANDY,SWEET   |     |         |     |            | as of 10/7/2007 |
| 12 | 333-33-3333 | 4    | MOUSE,MICKY                     | 102 | F       | A   | 9/18/2006  |                 |
| 13 | 333-33-3333 |      | Total Service for MOUSE,MICKY   |     |         |     |            | as of 10/7/2007 |
| 14 |             |      |                                 |     |         |     |            |                 |
| 15 |             |      |                                 |     |         |     |            |                 |
| 16 |             |      |                                 |     |         |     |            |                 |
| 17 |             |      |                                 |     |         |     |            |                 |
| 18 |             |      |                                 |     |         |     |            |                 |
| 19 |             |      |                                 |     |         |     |            |                 |

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